

GED Online Policies and Procedures



Indiana Department of Education
Division of Adult Education

Eligibility Requirements for Students

- Must be at least 17 years of age
- Must read at the 9th grade level or higher as measured by TABE or
- CASAS (236-245)
- Must have computer access with Internet capability
- Must be proficient in working with a computer and with e-mail

Teacher Requirements

- Must hold a current Indiana teacher's license
- Must be computer literate
- Must be GED Online trained

Policies and Procedure for GED Online Program

The virtual seats purchased for the GED Online program represent a major commitment to provide increased accessibility to adult students across the state. Because of the program accountability, students and local education programs must abide by the following policies:

- Student(s) must attend an initial 12-hour intake/orientation provided by the local adult education program. Students may not receive their virtual seat prior to the completion of twelve (12) hours.
- Student(s) must work online a minimum of four (4) hours per week.
- Teachers must monitor each student(s) at least once per week.
- Student(s) must make an appointment to meet with the GED Online teacher once every other month.
- If a student does not work a minimum of four (4) hours per week over a two-week period, the teacher will notify the student that his/her seat will be deactivated unless he starts using the program as stated in the contract.
- When a student is deactivated, he/she must schedule an appointment with the teacher to design a feasible schedule. After determining an acceptable schedule, the student will be reassigned to a seat upon availability or be put on the waiting list.
- Local programs will determine acceptable measurement of academic progress regarding the passing criteria on each lesson's post-test.
- A remediation plan must be agreed upon between the teacher and the student if the student does not meet the local program's passing criteria.

- The student must be pre- and post-tested with either the Test of Adult Basic Education (TABE) or the Comprehensive Adult Assessment System (CASAS). (See Policy Memorandum #19.)
- Student(s) must score at least at the 9th grade equivalency in reading on the assessment test to be eligible for the GED Online program.
- Student(s) must review the GED Online Contract and both teacher and student signatures must be on contract.

Note: The local programs will absorb costs to replace materials that are lost. Local programs may implement their own policies regarding material use such as requiring students to pay a deposit to ensure that any print materials and CDs are returned upon withdrawal or completion of the GED Online program.

Units of Instruction

The interim policies and procedures to count GED Online instruction are in effect through June 30, 2005.

Federal Reports:

Students are counted as enrolled in the annual performance report after they have attended an initial 12-hour intake/orientation provided by the local adult education program.

State Reports:

Students are counted as enrolled only once in the state reimbursement reports for summer/fall and spring terms after they have attended an initial 12-hour intake/orientation provided by the local adult education program. Students may be placed in either in an existing class or a created unit for distance learning.

Teacher Responsibilities

- Provide orientation to the GED Online Program.
- Assign virtual seat(s) to the student.
- Distribute GED Online CDs and printed materials to student(s)
- Monitor student(s) online use--minimum of four (4) hours per week.
- Monitor student(s) once per student per week.
- Assign or reassigns virtual seats when necessary.
- Meet with students face-to-face for assessing progress, etc.
- Monitor online hours to determine when post-testing is needed and schedule students to test.
- Submit online hours according to local program's policy.
- Read online essays and enter score for the student(s) to receive a predicted score on the Language Arts, Writing portion of the program.